



Request for President's Participation

Event Information:

Event Date

Time/Duration of Event

President's arrival time

Occasion/Purpose of event

Department, office or on behalf of organization

Point of Contact

Point of contact's phone #

Is the President's Spouse Invited? Yes No

Appearance Only Yes No

Optional Yes No

Audience for event (check all that apply)

Students

Faculty

Staff

Alumni

Campus

Community

Elected Officials

Members of your organization only

Location of event

Rain location

Room

Location address

Location phone number

Comments:

Office Use Only

Initial Date

Received in the President's Office
Entered on the President's calendar
Notified contact person
Forwarded event checklist

Directions for filling out the Request for President Form:

1. Retrieve form on the President's Webpage
2. Save to your computer
3. Enter information in the gray shaded areas
4. Save with the name of event after Request for President
5. Email to president@umw.edu (cc: mwilder@umw.edu and sworrell@umw.edu).